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AM-230-4-3

***m* REQUESTING RECLASSIFICATION OF
NON-CIVIL SERVICE POSITIONS VIA DIRECT
REQUEST TO BOARD OF ESTIMATES**

RESPONSIBILITY

ACTION

Agency

1. Complete and forward a POSITION DESCRIPTION (28-1618-5064) [AM-230-1-2] to the agency's assigned analyst in the Bureau of the Budget and Management Research (BBMR).

**Bureau of the
Budget and
Management
Research
(BBMR)**

2. Approve or disapprove request based on need for the reclassification.

a.) If disapproved, complete "BBMR" section of form and return to agency. Procedure ends here.

b.) If approved, complete "BBMR" section of form and retain for files.

3. Determine proper class for position. (If creation of new class is necessary, establish job specifications and recommended salary.)

4. Inform agency of class determination by MEMO (28-1418-5007). Include in the MEMO the following information:

- Class number.
- Class title.
- Grade.
- Salary range.

Agency

5. Upon receipt of MEMO from BBMR, prepare the documents listed below:

- PERSONNEL ACTION REQUEST (PAR) (28- 1418-5014) [AM-230-1-1]. Complete this form using the information furnished by BBMR. Retain "AGENCY

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INITIAL COPY". Forward remaining
copies of PAR to BBMR.

BBMR

6. Upon receipt of documents from agency:

a.) If reclassification request involves the creation of a new class, complete "FOR CLASS ACTIONS ONLY" section of the PAR.

b.) verify that the PAR has been accurately completed and correctly reflects the intent of the requesting agency. Resolve any discrepancies. Sign the PAR in space provided next to "PRE-ECC" block to indicate completion of verification actions.

NOTE: Signatuer of the PAR does not indicate approval of the reclassification.

c.) Complete a RECOMMENDATION TO ECC (140-109). This recommendation must include information on funding source, availability of funds, and need for reclassification.

7. Forward the following documents to the Secretary, Expenditure Control Committee (ECC):

- RECOMMENDATION TO ECC
- PAR (all copies).
- Agency MEMO of justification (original plus 5 copies).

**Expenditure
Control
Committee
(ECC)**

8. Upon receipt of documents from BBMR, review and make recommendation. Forward recommendation plus all documents received from BBMR to the Board of Estimates.

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**Board of
Estimates**

9. Approve or disapprove request:

- Indicate on the PAR the action taken by the Board of Estimates.
- Retain the following documents for files:
 - “BOARD OF ESTIMATES COPY” of PAR.
 - Original of agency’s MEMO of justification.
- Forward remaining copies of PAR, plus 1 copy of agency’s MEMO of justification, to PAR Control Section of BBMR.
- Forward remaining copies of agency MEMO of justification to agency, Civil Service Commission, Director of Finance, and Bureau of Payroll and Disbursements.

**PAR Control
Section
(BBMR)**

10. a.) If PAR disapproved by Board of Estimates, annotate records accordingly. Distribute documents as follows:

- Forward to assigned analyst in BBMR the “MIS/BBMR COPY” of PAR and copy of agency MEMO.
- Retain “BBMR COPY” of PAR for files.
- Forward to agency all remaining copies of PAR.

Procedure ends here.

b.) If PAR approved by Board of Estimates, process PAR (to include analyst’s final verification of PAR and signature of analyst in release block).

- Distribute copies of PAR as follows:
 - Forward “MIS/BBMR COPY”

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and "MIS COPY" to the Bureau of management Information Systems (MOIS).

- Destroy "CIVIL SERVICE COMMISSION COPY".
- Retain remaining copies pending receipt of "MIS/BBMR COPY" from MIS.

**Bureau of
Management
Information
Systems
(MIS)**

11. Process PAR. Upon completion, return "MIS/BBMR COPY" to PAR Control Section.

**PAR Control
Section
(BBMR)**

12. Upon receipt of "MIS/BBMR COPY" of PAR:

- Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of {AR, plus copy of agency MEMO, for files.
- Forward to agency the "AGENCY FINAL COPY" of PAR.
- File "BBMR COPY" of PAR.

Agency

13. Upon receipt of approved "AGENCY FINAL COPY" of PAR, agency may initiate appropriate personnel actions. (For complete information, see applicable Administrative Manual documents.)